

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.003
	STATE OF HAWAII	17.004
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Minimum Qualification Specifications  
for the Classes:

BUSINESS MANAGEMENT OFFICER I, II & III  
(BUSINESS MANAGEMENT OFFICER I, II & III)

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Experience Requirements section below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the types and quality described below, and in the amounts indicated in the following table.

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Admin Exp (Yrs)	Total Exp (Yrs)
Business Management Officer I	3	2	*	5
Business Management Officer II	3	2	1	6
Business Management Officer III	3	2	2	7

General Experience: Administrative, professional, analytical or other responsible work experience which required a high degree of managerial skill.

Specialized Experience: Professional experience which involved: (1) the analysis, evaluation, development and improvement of managerial policies, practices, methods, systems and procedures; or (2) the development, evaluation or revision of

fiscal management practices, methods, policies and procedures; or (3) budget evaluation and development of budget justifications.

**Administrative Experience:** Responsible experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

\*For the Business Management Officer I level, applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

### **Substitutions Allowed**

1. A master's degree in business or public administration, or a related major, from an accredited college or university may be substituted for one (1) year of General Experience.
2. Excess experience of the type and quality described in Specialized Experience may be substituted for General Experience on a year-for-year basis.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes Business Management Officer I, II and II which were approved on July 2, 1982.

DATE APPROVED: 9/27/2013

  
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Department of Human Resources Development